

**JOB OPPORTUNITY  
CT VALLEY HOSPITAL  
PHARMACY SUPERVISOR – POSITION NUMBER: CV24988  
ADMINISTRATION AND SUPPORT DIVISION**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees and The Public  
**Location:** CVH PHARMACY – Middletown, CT  
**Hours:** 1st shift: Monday – Friday – 8:00 a.m. – 4:30 p.m. (40 hours per week)  
**Salary:** \$80,322.00 Annually  
**Closing Date:** October 6, 2013

The Pharmacy Supervisor duties include but are not limited to: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans pharmacy work; participates in development of all policies pertaining to medication prescribing, monitoring and storage within facility; develops or makes recommendations on development on medical protocols and standards; prepares reports and correspondence; purchases drugs, chemicals and related medical and surgical equipment in order to maintain necessary level of supplies for efficient operation and inventory control; plans, organizes and directs interpretation and enforcement of pharmacy policies and procedures designed to promote appropriate usage of drugs; identifies and maintains current knowledge of drugs and pharmacy requirements to ensure lowest possible costs, maintain therapeutic equivalents and ensure optimal patient care; attends in-service training programs on various health care services and treatment; develops and provides in-service training programs for nurses, residents and other staff; prepares all necessary reports, inventories, memos, bulletins, supply requisitions and registration forms for controlled drugs; provides pharmacologic consultation, drug information and education to clients, medical, nursing and clinical staff; inspects drug outlets and storage areas in wards or clinics to ensure drug standardization and control; compounds and dispenses medications and other prescription pharmaceutical supplies; dispenses ward stock supplies; may participate on interdisciplinary teams and provide pharmacologic input on patient care; may lead client groups involving medication and other information; may serve as a member of Pharmacy and Therapeutic Committee of hospital and implements decisions of committee; may prepare pharmacy budget; performs related duties as required

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**General Experience and Training:** Three (3) years of experience as a hospital or institution pharmacist.

**Special Experience:** One (1) year of the General Experience must have been within the last three (3) years.

**Special Requirement:** Incumbents in this class must possess a license as a Registered Pharmacist in Connecticut at the time of appointment.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:  
Deb Robinson, Human Resource Associate  
Connecticut Valley Hospital  
P. O. Box 351, Middletown, CT 06457  
Fax : (860) 262-5055 Phone : (860) 262-5819  
Email : Deborah.A.Robinson@ct.gov**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. P-1